

UNITED STATES EMBASSY ASSOCIATION (USEA) Job Description

Job Title	Noche de Arte Event Director
Reports to	USEA Board of Directors, Noche De Arte Liaison

Closing Date of submission: 18/04/2011	Type of position: <input checked="" type="checkbox"/> Full-time <input type="checkbox"/> Part-time <input checked="" type="checkbox"/> Contract	Hours: <u>up to 40</u> / week Hours may vary based on project needs. Candidate must be willing to work long hours, overtime, and under changing timelines or needs.
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GENERAL DESCRIPTION

Noche de Arte is an event of the U.S. Embassy Association, a non-profit charitable organization that provides financial assistance to local agencies with social service programs that positively impact their communities.

Noche de Arte is the largest celebration of emerging and seasoned artistic talent in Peru. In addition to providing a venue to celebrate the artistic talent in Peru and to raise awareness of emerging local artists, the intent of the event is to raise funds to support community charities making a difference. This position works with and acts on behalf of USEA to ensure a successful and positive Noche de Arte event as well as the furtherance of the USEA mission and visibility as a charitable organization.

Key responsibilities include:

1. **Strategy and Planning:** This includes the planning, management and implementation of all aspects of the event through the development of a schedule phase by phase in partnership with USEA and other NDA stakeholders. This also includes the identification of goals, milestones and outcomes to ensure high performance and strategic use of financial and human resources so that the mission of USEA is achieved.
2. **Event Management** This includes the management all aspects of the phase in and phase out cycles for the event leading up to and following the event as well as direct oversight and implementation of logistics, staff and volunteer management, public relations, and financial oversight and reporting,
3. **Representation.** This includes acting as the primary point contact for the Noche de Arte event. It also includes the expansion of USEA's ability to develop and maintain positive working relationships with sponsors, vendors, embassy and other stakeholders of Noche de Arte.
4. **Compliance** to include the proactive achievement of identified goals and outcomes and assurance that embassy event protocols and financial, legal, and ethical standards are upheld

WORK EXPERIENCE REQUIREMENTS

- Significant (2 or more years) experience managing and implementing large events and and/or experience with project management demonstrating increasing responsibility for key outcomes.
- Experience in strategic planning for large events, establishing project timelines and outcomes, determining fiscal requirements and make budgetary recommendations. Ability to influence and communicate ideas clearly and effectively.
- Previous experience managing staff schedules, task assignments, and allocation of resources to ensure outcomes are achieved.
- Proven negotiation skills with vendors, sponsors and other stakeholders as well as proven ability to communicate consistently in a courteous and professional way that can maintain relationships and influence or mobilize.
- *Preferred:* Experience with art shows, artistic exhibitions, museum events. Experience with the art community of Peru.
- *Preferred:* Advanced level of Spanish and English proficiency (able to communicate clearly, written and spoken)

EDUCATION REQUIREMENTS

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<ul style="list-style-type: none"> — University degree in one of these fields: business, marketing, project management, event planning, or similar or equivalent in experience. 	

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